

Sample Letter For Federal Credit Unions Receiving Forms 5300 & 5300SF

Charter :	XXXXX	
Check Digit:	XXXX	Credit Union's Name to Display Here
Cycle Date:	0306	Credit Union's Address To Display Here
Region:	1	Credit Union's City, State and Zip Code To Display Here

TO THE OFFICIALS OF THE FEDERAL CREDIT UNION ADDRESSED:

Enclosed are the materials for your use in filing the March 31, 2006 Call Report. This package contains a copy of the Call Reports (form 5300 and 5300SF), the PC 5300 *Windows* program compact disk, a copy of the PC 5300 *Windows* Checklist, and a mailer.

Call Report: The form 5300 contains both core pages and supplementary schedules. Credit unions that engage in a broader range of investment, share, or lending activities must complete the supplementary schedules as needed. Please carefully review the *Instructions for Reporting Requirements* located in the form 5300 Call Report, just before the Working Copy of the form. Federal Credit Unions with assets less than \$10 million have the option of completing a short form version of the Call Report (form 5300SF).

Paper copies of the forms are provided for your convenience. You are not required to return a form if you use the PC 5300 program (unless your examiner has requested that you do so), but you should print and sign a completed report, and retain a copy in your permanent records. If you choose to use the PC 5300 program, you must install the current system enclosed in this package. Please make sure that the version which appears on the *NCUA Form 5300 for Windows* program is correctly identified as 6.a. Your charter number and check digit are listed at the top left corner of this page.

Report of Officials: The 2006 Report of Officials (form 4501) and the report's *Windows* software were sent with the December 2005 call report materials. The form, software, and user instructions are also available on the current CD and on our website at www.ncua.gov/GuidesManuals/roofficials/roofficials.html.

Technical Support: Please call NCUA Customer Service at 1-800-827-3255 with any software questions. Please direct any questions not related to the PC 5300 software to the NCUA examiner listed below.

eSend to NCUA: Credit unions with Internet access and using NCUA provided software can securely upload the Call Report and Report of Officials (ROO) data for processing with the eSend option. Please refer to the program instructions for further details. Please note if the call report contains errors or if the comment box for any warning is empty, the eSend to NCUA option will be grayed out. All errors must be resolved and a comment must be provided for each warning before using this option.

Password: Your security passwords required to use eSend for the Call Report and ROO are now self-managed via NCUA's password management system. You can use this system to change your password, set up challenge questions for future retrieval of lost or forgotten passwords, and request your password be sent to the email address or fax number on record. The website address for the password management system is <https://webapps.ncua.gov/CUPMS>.

Return Date: The processor will contact you with any questions during processing. If you do not use the eSend option for the ROO, refer to the filing instructions contained in the form. If you do not use the eSend option for the Call Report, please submit a copy of your March 31, 2006 financial statements and your 5300 Call Report in hard copy or on diskette. **THE COMPLETED FORM OR DISKETTE MUST BE RETURNED BY April 24, 2006 TO THE FOLLOWING ADDRESS:**

Contact Examiner's Name To Display Here
Contact Examiner's Address To Display Here
Contact Examiner's City, State and Zip Code To Display Here

Email: Examiner's E-mail Address To Display Here
Phone: Examiner's Phone Number To Display Here
Fax: Examiner's FAX Number To Display Here